



Seattle Municipal Court



Personal Recognizance Screener (PR Screener) – Job #2018-00837

SALARY:	\$33.46 - \$39.03 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Seattle Municipal Court
BARGAINING UNIT:	PTE, Local 17 - Probation Counselor
CLOSING DATE	07/03/18 04:00 PM Pacific Time

POSITION DESCRIPTION:

The [Seattle Municipal Court \(SMC\)](#) is one of the highest volume Courts of Limited Jurisdiction in the State of Washington with 12 judicial officers and over 200 staff. It was established in accordance with State law and is the judicial branch of government for the City. The Court is authorized by the State of Washington and the Seattle Municipal Code to hear and decide both criminal and civil matters. For more information on the Seattle Municipal Court, visit www.seattle.gov/courts.

The Probation Services Division is committed to protecting the public interest and safety by reducing the incidence and impact of crime by probationers. This role is accomplished by assisting the courts in decision making through the probation report and in the enforcement of court orders; by providing services and programs that afford opportunities for offenders to change behavior; and by brokering community referrals for a broad range of therapeutic intervention programs including substance abuse, mental health, domestic violence, homelessness and unemployment.

The Probation Services Division is accepting applications from qualified candidates for one, full-time Personal Recognizance Screener (PR Screener) that reports to the Probation Manager. The person in this role will focus on day reporting at the Seattle Municipal Court. He/she will also cover urinalysis and defense screenings. The PR Screener will also work day, swing, or graveyard shifts at the King County Jail conducting in-custody personal recognizance screening when coverage is needed. This position is exempt from Civil Service and serves at the discretion of the Presiding Judge. The ideal candidate:

- Can make decisions and use discretionary judgment with limited supervision.
- Has a willingness and ability to work independently;
- Enjoys working as part of a team in a fast-paced environment;
- Can succeed in a tense working environment;
- Can work in a jail environment with potentially hostile defendants;
- Is an active listener with good communication skills;
- Has an aptitude for learning new systems; and
- Pays attention to detail and can multi-task.

JOB RESPONSIBILITIES:

Responsibilities for this position include the following assignments based on staffing needs:

Day Reporting:

- Monitor defendants who have been accused of misdemeanor crimes and are released from the King County Detention Center pending their next scheduled court appearance.
- Interview and complete assessment of program participants upon their release from the King County Correctional Facility.
- Provide information, make referrals and/or recommendations to appropriate social services.
- Verify information provided by clients.
- Make accurate and complete entries in all applicable information systems.
- Meet with participants daily to monitor their compliance with conditions of release.
- Provide reporting to the appropriate Judge as to compliance issues.
- Liaise with treatment providers and case managers.
- Perform urinalysis and breathe testing as per court order.

Defense Screening:

- Provide recommendations to the Court in determining and granting personal recognizance release from jail according to established criteria.
- Interview and screen defendants accused of crimes such as misdemeanors, and certain civil matters to determine legal and financial eligibility for assignment to a Public Defender.
- Conduct pre-arraignment interviews for the Municipal Court, which includes background investigations, and collateral contacts.
- Make referrals to appropriate defender agency.
- Provide information and referral resources to clients and callers.
- Investigate and verify information provided by clients.
- Make accurate and complete entries in to Court information system.
- Complete appropriate promissory note.

Jail Personal Recognizance Screening:

- Provide recommendations to the Court in determining and granting personal recognizance release from jail according to established criteria.
- Assist defendants by providing them information needed to meet their Court obligations.
- Maintain and update case information on computer systems and accesses various computer systems to conduct research and provide information to the Court.
- Maintains current knowledge of available community social service resources.
- Complete appropriate promissory note.

Minimum Qualifications

- Bachelor's degree in Criminology, Sociology, or Psychology, or related discipline that provides the necessary education and skills in dealing with complex legal and human issues.
- 1+ year work experience in probation, counseling, or defendant interviewing (may be one year of paid or voluntary interviewing and counseling work experience; 174.3 volunteer hours shall equal one month of experience).
- Experience making decisions and using discretionary judgement with limited supervision.
- Ability to maintain a professional demeanor while providing customer service to defendants, attorneys, Judges, and other Court personnel.
- Ability to deal with crisis situations and knowledge of local resources to make referrals as appropriate
- Ability to handle confidential legal matters
- Ability to work under pressure and manage a high-volume caseload employing strong attention to detail and time management skills
- Ability to work well with a culturally, ethnically and socio-economically diverse population who may require assistance dealing with substance abuse, domestic violence, sexual deviance, mental health, housing, employment, parenting, disabilities, and literacy issues.

Desired Qualifications

- Master's degree in Criminology, Psychology, a Social Science, or related field that provides the necessary education and skills in dealing with complex legal and human issues.
- 2-3 years' experience interviewing, counseling, coaching, performing assessments, writing reports and providing professional assistance to both in-custody and out-of-custody defendants.
- Excellent oral and written communication skills
- Knowledge of legal procedures, terminology and dockets with the ability to explain them to others in simple, clear and understandable terms.
- Proficient in using Microsoft Word and Excel (or similar programs)
- Able to type 35 wpm.
- Ability to work non-standard hours when necessary.
- Must successfully complete the 80-hour Basic Adult Correctional Services Academy of the Washington Criminal Justice Training Commission within six months of employment as required by WAC 139-10-210.
- Valid Washington State Driver's License.

Direct link to apply:

<https://www.governmentjobs.com/careers/seattle/jobs/2091291/personal-recognizance-screener-pr-screener>

Hiring Process

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. Completed NEOGOV online application.
2. Supplemental questionnaire responses.
3. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
4. Current resume indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position. Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted.

- A job offer is contingent upon verification of credentials and successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks.
- The full hourly compensation range for this job classification is listed above
- This position may be required to work on-call, stand-by and/or weekends as the business needs dictate.
- Applicants from this recruitment process may be considered for other PR Screener openings at the Court that may become available within the next six months.
- For more information on the Seattle Municipal Court, visit www.seattle.gov/courts.

Work Environment/Physical Demands:

- Frequently exposed to individuals who are distraught, hostile or abusive.
- Shift work may be required.
- Periodically required to work in the King County Jail.

Union Information:

This position is represented by Local 17; IFPTE-Municipal Court Probation Counselors. You will be required to join Local 17 within 30 days of your start date. The Probation Counselor II position is exempt from Civil Service and serves at the discretion of the Presiding Judge.

If you are having technical difficulties, please contact Careers@seattle.gov

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.